



Date: November 28, 2022

Subject: Request for Proposals (Letters of Interest Format)

FY2023-RFP-003 Civil Engineering Retainer Services

The Village of Savoy is currently seeking proposals, in the Letter of Interest format, for Civil Engineering Retainer Services for the time period between January 1, 2023 through December 31, 2025.

The Village will use a qualification-based selection (QBS) process for the procurement of these services, per the Village of Savoy QBS Policy. The selection is for civil engineering services in the areas listed in Section 5 below. These projects may be locally funded or they may be funded by State or Federal dollars. There is no specific project aligned with this selection. The purpose of this selection is to have a small group of pre-selected retainer engineering consulting firms, to avoid the Village going through a selection process at the time when a pressing need arises. The Village can choose one of the selected retainer engineers and attempt negotiation of scope, schedule, and budget for a project. If the Village is unable to negotiate terms with that firm, the Village will move on and attempt to negotiate with one of the other pre-selected retainer firms.

Firms submitting a Letter of Interest shall include the following information:

1. Name of firm and address.
2. Provide a brief description of the history, structure, and business operation of the firm, including a brief summary of your firm's work experience and the type of professional services provided.
3. Include your current work backlog in general terms and confirm your availability to staff the engineering services described in this request for proposals letter.
4. Name and contact information for the person(s) responsible for receiving information concerning the RFP/LOI. Please include mailing address, phone numbers, and e-mail addresses.
5. Provide a brief description of the firm's experience and information as outlined in the items listed below. Provide information about your firm's experience, specifically your local office that will be providing services. It is not required to have experience in all categories to be selected as a retainer consultant.
 - A. State or Federal Funding:** Experience with projects involving state or federal funds.
 - B. Grant Submittal Assistance:** Experience assisting with submittals for grant programs, such as those offered through ITEP, OSLAD, DCEO, FHWA, FRA, and others.
 - C. IDOT Projects:** Experience with state or federally funded projects that required following the IDOT methodology for Phase I (studies), Phase II (design), Phase III (construction engineering).
 - D. IDOT MFT Maintenance:** MFT annual maintenance planning, bidding, and construction services.
 - E. IDOT Construction Documentation:** Ability to provide staff who are certified with IDOT for construction documentation and familiar with IDOT computerized reporting, construction documentation, materials certification, project closeout, and other reporting as required.

- F. Construction Engineering:** Ability to provide professional engineering and construction surveying support to construction observations staff. Contractor would be responsible for construction layout, but construction surveying staff may be needed to troubleshoot a problem or assist with measurements.
 - G. Street Light Design:** Experience with street lighting photometric design and development of street lighting construction documents (plans and specs).
 - H. Local Availability:** Do you have staff and a local office (Champaign County) with the ability to manage and provide services mentioned?
 - I. Construction Testing:** Experience providing construction materials testing, pavement analysis, geotechnical pavement subgrade analysis, and construction recommendations.
 - J. Stormwater Engineering:** Experience with stormwater engineering in the following areas: modeling, masterplan work, asset management, storm sewer design, NPDES/clean water regulatory matters including preparation of NPDES permits, MS4/NPDES compliance, and maintenance program administration.
 - K. Sanitary Sewer Engineering:** Experience with sanitary sewer systems in the following areas: modeling, masterplan work, asset management, storm sewer design, NPDES/Clean water regulatory matters including preparation of IEPA permits, and maintenance program administration.
 - L. Surveying/Land Surveying:** Ability to provide surveying, land surveying, construction layout, and preparation of easements and plats.
 - M. Transportation & Traffic Engineering:** Ability to provide roadway design, intersection design, traffic signal design, traffic impact analysis, traffic studies, and use of common standards such as Illinois Highway Standards, ADA/PROWAG, MUTCD, AASHTO, NACTO, FHWA Bicycle Design Guide etc.
 - N. Structural Engineering:** Ability to provide Illinois Licensed Structural Engineer(s) capable of providing structural design, analysis, and forensic evaluations.
 - O. Environmental Engineering:** In addition to storm and sanitary engineering listed above, the capability to perform Environmental Site Assessments and Phase I studies. Also, the ability to provide recommendations for mitigation and abatement.
 - P. General Civil Engineering:** Ability to provide general Civil Engineering services that are not listed specifically in the categories above.
6. Briefly describe your firms approach to providing civil engineering services. Describe how you ensure quality, accuracy, and how you work to avoid or overcome unexpected construction issues.
 7. A list of subconsultants the firm plans to use for this selection. What work will the proposed subconsultants be doing? While subconsultants are not required, please be prepared to meet any requirements of typical federally funded engineering projects. If needed, do you have

relationships with certified DBE firms?

8. The method of compensation for professional services will be based on an hourly rate with a “not to exceed” limit in accordance with IDOT agreement requirements. Please indicate whether the firm is agreeable to this method of compensation. Provide standard multiplier and labor rates (provide this as an attachment, this does not count towards the 15-page limit). Specific project costs will be discussed only as part of the negotiation phase based on the scope and complexity of the given project.
9. Provide information on the firm’s workforce diversity and Affirmative Action policies, and efforts to develop a more diverse workforce.
10. Include personnel to be assigned to these potential projects and a short description of each person’s work experience (a few pertinent projects) directly related to the type of work included with this RFP. Do not list persons that are unlikely to be assigned. The Village understands that given the wide variety of work, you may not be able to list all employees who may be working on a given project. Please just provide a good sampling of those who may work on Village projects.
11. Except for the items listed as exceptions, the firm’s entire Letter of Interest shall be no longer than fifteen (15) pages (including employee experience).

The submittal for this selection will be electronic and in PDF format. Please email your Letter of Interest to the contact below. You will receive an email within three days to confirm your submittal was received. All Letters of Interest must be received no later than 5:00 p.m. on Friday, December 16, 2022.

Village of Savoy
Public Works Department
Attention: Roland White,
Public Works Director
611 North Dunlap Ave
Savoy, IL 61874
(217) 359-5894
roland.white@savoy.illinois.gov

All questions shall be directed to the above contact. The Village will review all submitted Proposals/LOI and select firms who best meet the Village’s requirements for an interview. You should receive an email notification letting you know whether or not your firm was selected for an interview within two weeks of the submittal deadline.

The Village will not schedule debriefing meetings with firms not selected for the project.

From the submittals, the Village will select 3 to 6 firms. It should be noted that for IDOT, engineering contracts/agreements will need to be executed with the selected firm and reviewed by IDOT staff in Springfield, Illinois. Your firm should have a general understanding of typical requirements for IDOT consultant agreements and be willing to comply with them.

During the negotiation phase with the top ranked firm, the IDOT BDE DISC 2 form will need to be submitted to address any conflict of interests. The Village will use SAM Exclusion and IDOT CPO website to check for debarments. This selection is intended to serve as QBS selection for

IDOT and Federal Projects as well as locally funded projects.

Please be aware that it is the Village's policy not to compensate a consultant for any time or expenses incurred during the selection or negotiation process. The consultant's cost to perform the work will not be considered as the Village makes its selection but will be discussed during negotiation phase of the selection process.

Work Area Interest Form

Description: Please check the appropriate column (Yes or No) for interest in work areas described in Section 5. Firms will not be penalized or marked down for answering “No” to any category. The Village simply wants to gauge your interest in providing the services.

Please include this form as an attachment (it will not be counted towards your 15-page limit).

Section 5C Item Survey

Select yes if you have the ability and interest to provide the service listed (refer to Section 5).

	Item Description	YES	NO
5A	Provide service for state or federally funded projects.		
5B	Provide grant submittal assistance.		
5C	Provide project design & construction services for IDOT projects.		
5D	Provide IDOT MFT Annual Maintenance Program Services.		
5E	Provide IDOT construction documentation services.		
5F	Provide construction engineering support.		
5G	Provide street light design services.		
5H	Do you have staff in Champaign County to provide services?		
5I	Construction testing, geotechnical testing, and pavement analysis.		
5J	Provide stormwater engineering services.		
5K	Provide sanitary sewer engineering services.		
5L	Provide surveying/land surveying/construction surveying services.		
5M	Provide transportation & traffic engineering services.		
5N	Provide structural engineering services.		
5O	Provide environmental engineering services.		
5P	Provide general civil engineering services.		

Note: If you are selected, this survey will be a guide as to who the Village should reach to for various services.